



**SNOHOMISH COUNTY SHERIFF'S OFFICE**  
**INTEGRITY • DIGNITY • COMMITMENT • PRIDE**

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**EXECUTION - PERSONAL PROPERTY -INTAKE SHEET**

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DOCUMENTS / INFORMATION NEEDED:

\_\_\_\_\_ **WRIT OF EXECUTION** (Original and three copies) provided by Court Clerk  
Break and enter order (certified copy) on an order signed by a  
judge/commissioner. We use locksmiths to obtain entry.  
Copy of Order to issue writ,  
Copy of the Judgment.

\_\_\_\_\_ **LETTER OF INSTRUCTION** - Must include the following:

- Description of the property to be levied upon;
- Location (address) of property to be levied upon;
- Indicate the value of the property to be levied upon;
- Service address for judgment debtor(s);
- Name, Address, phone number of attorney or judgment creditor contact person or individual filing the papers;
- Indicate the bonded transportation and storage company. Must be located within Snohomish County. Must be able to conduct sale at location. A Hold Harmless Agreement will need to be signed by storage facility and plaintiff or their agent.

\_\_\_\_\_ **BOND OF INDEMNITY TO THE SHERIFF** (RCW 36.28.050)

- Make sure indemnity bond specifies "**Ty Trenary, Sheriff of Snohomish County.**"
- Make sure bond specifies type of court order "Writ of Execution";
- Bond signed by principle/agent **and** attorney;
- Bond is twice the value of the property to be levied upon;  
Minimum Bond is \$5,000.00.

\_\_\_\_\_ **SHERIFF'S ADVANCE FEE (estimate)**

- Check for **\$400.00** made payable to the Snohomish County Sheriff.

The judgment creditor is responsible for all storage charges, although they may ultimately be satisfied at the time of sale. Should the sale be postponed, either by court order, bankruptcy, or for some other reason, those charges still accrue and are the judgment creditor's responsibility.

Sale is usually conducted approximately 45 days from levy date.

Writs are valid for 60 days from date of issue.

Chapter 6.21.050 RCW allows the Writ to be endorsed not to exceed 30 days past the returnable date with consent from the plaintiff.

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